



WATER & SEWER COMMISSION

3 North Main Street . P.O. Box 438 . Assonet, MA 02702
508.644.4000 . Fax: 508.644.2053

2016 JUL 28 AM 9:47

RECEIVED
FREETOWN TOWN CLERK

gab

Minutes of the Water & Sewer Commission meeting 04/08/2016

10:05 a.m.	Meeting called to order by Bob Parker
Members present:	Bob Parker and Brad Paiva
Staff present:	Keven Desmarais and Steven Chandler
Members present:	Paul Sadek
Guest speaker:	Jessica Thomas, Assistant Treasurer/Collector

Brad: Initiated conversation regarding Keven attending South Coast Rail Meeting on Tuesday, May 3rd at the Council On Aging, East Freetown, MA. Jack recommended that Keven attend. Meeting to discuss improvements to the rail line, future plans for construction.

Brad: makes a motion to allow Keven to attend meeting.

Bob: 2nd motion. All in favor.

Brad: While at South Coast meeting, bring up railroad crossings and us putting a sleeve in place so that they are aware of it and we have permission to do so.

Brad: motion to approve minutes from March 4, 2016.

Bob: second the motion. Minutes approved.

Bob: makes a motion to approve abatements for Freetown Fire Department Station 1 and for 3 Braley Road.

Bob: second. All in favor.

Brad: makes a motion to submit two warrants for approval at the next town meeting [June 2016].

Bob: second, all in favor.

Bob: regarding GPS system, has Keven checked into it?

Keven: yes, spoke with them last week and will follow up again.

Bob: Vote to designate old meters as surplus?

Bob: second. All in favor.

Brad: makes a motion that Bob be our Chairman (to "reorganize" the Water & Sewer Commission as set by rules for post-election processes).

Bob: second. All in favor.

Keven: introduces Jessica Thomas, Assistant Treasurer/Collector to discuss online payments.

Jessica: presents online payments and the Lock Box system.

Chandler: we would create an announcement on the website and include in the next billing cycle.

Brad: makes a motion to accept and approve online payments and the use of Lock Box for water and sewer customers.

Bob: all in favor.

Chandler: proposes marketing and branding ideas for the Water & Sewer Commission as well as creating an operations manual for the department.

Discussion of changes to read routes and billing cycles which will help with work flow and customer relations.

Chandler: regarding bills...from the City of Fall River, we need to clean up these bills.

Bob: I have to talk to John Friar from the City of Fall River and until this happens we will shelve payments of past due amounts.

Chandler: will create a spreadsheet with a breakdown of all the charges, fees, interest that we owe so that Board will have the information they need to move forward on this.

Sign bills.

Next meeting will be Friday, April 22, 2016 @10:00am.

Motion to adjourn @ 11:05 by Brad, 2nd by Bob P. all in favor.

Meeting adjourned.

Respectfully submitted,

Steven Chandler

Senior Clerk

Freetown Water & Sewer Commission